

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 34-111**

**9 FEBRUARY 2016**



*Services*

**AIR FORCE ARTS AND CRAFTS  
AND AUTO HOBBY PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: USAF/A1SO

Certified by: HQ USAF/A1  
(Mr. Robert E. Corsi Jr)

Supersedes: AFI 34-111, 3 November 2010

Pages: 25

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This publication implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. It outlines responsibilities and program requirements for Air Force Services programs. In collaboration with the Chief of the Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services develops personnel policy for this program. All Air Force military and civilian personnel (includes Air Force Reserve Command (AFRC)) must comply with this publication. This instruction, however, is not applicable to the National Guard. It may be supplemented at any level, but all supplements that directly implement this Instruction must be routed to Headquarters, United States Air Force, Director of Services (HQ USAF/A1S) for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Refer recommended changes and questions about this publication to the OPR using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the AF Records Disposition Schedule (RDS) located in the AF Records Information Management

System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Changes include reference updates to all AFIs/AFMANs to reflect current numbering and publication dates. It deletes all taskings and references to Major Command Directorate of Manpower, Personnel and Services Divisions (MAJCOM/A1S). It reflects the Force Support Squadron (FSS) structure led by a Commander (CC) or Civilian Leader (CL). This instruction identifies the new manpower standard in the Community Services Flight and tiered waiver authorities for unit level compliance items.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Program Objectives.** (T-3) Arts and crafts programs must reflect the installation community's interests and needs using data gathered in market surveys and various other customer feedback and trend assessments. It is an instructional program directed toward the recreational, vocational and educational needs of authorized users to provide sufficient knowledge to pursue constructive and creative hobbies and increase competence in fine arts, crafts and industrial arts. These programs encompass a wide range of activities and custom services in arts, crafts and industrial arts.

**1.2. Program Eligibility.** See AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### **2.1. HQ USAF/A1S. (T-1)** Establishes and monitors arts and crafts program policy.

2.1.1. Oversees arts and crafts/auto hobby operations.

2.1.2. Allocates resources.

#### **2.2. Air Force Services Activity (AFSVA) -Arts & Crafts/Auto Hobby Program Manager. (T-1)**

2.2.1. Publishes and disseminates technical guidelines.

2.2.2. Conducts program management review (PMR) visits for programs and trains activity managers.

2.2.3. Reviews major construction and renovation projects.

2.2.4. Establishes guidelines for arts and crafts core and special programs.

#### **2.3. Air Force Nonappropriated Funds Purchasing Office (AFNAFPO). (T-1)**

2.3.1. Formulates and oversees nonappropriated (NAF) contracting procedures throughout the Air Force.

2.3.2. Manages the Commander Smart Buy Program (CSBP).

2.3.3. Provides direct or individual support for NAF requirements that exceed installation level warrant authority.

#### **2.4. AFSVA Installation Support (AFSVA/SVI). (T-1)**

2.4.1. Ensures command programs comply with AF policy and procedures outlined in this AFI.

2.4.2. Assists Commanders, Flight Chiefs and Activity Managers with compliance with AF Policy and Directives.

2.4.3. Supplements and coordinates arts and crafts/auto hobby PMRs.

2.4.4. Recommends policy or procedural improvements to the AFSVA Arts and Crafts Program manager.

#### **2.5. Installation Commander. (T-3)**

2.5.1. Ensures installations operate arts and crafts/auto hobby facilities according to the AF policies and guidance.

2.5.2. Evaluates and approves (in appropriate cases) all offers of volunteer services.

2.5.3. Approves hours of operation, fees, and other charges.

2.5.4. May give abandoned privately owned vehicles to auto hobby shops and authorize using or selling parts.

**2.6. FSS CC or CL. (T-3)**

- 2.6.1. Ensures the community services flight chief complies with the guidance outlined in this AFI.
- 2.6.2. Provides financial guidance.
- 2.6.3. Sets inventory dollar limits and approves the purchasing plan for the arts and crafts program.
- 2.6.4. Coordinates and schedules activity inspections.

**2.7. Community Services Flight Chief. (T-3)**

- 2.7.1. Provides technical and administrative supervision over the arts and crafts centers/auto hobby shops.
- 2.7.2. Ensures positive steps are implemented for correction of any program and/or financial difficulties.
- 2.7.3. Reviews and justifies monthly, quarterly, and annual budget estimates for arts and crafts center/auto hobby shop programs, equipment and supplies. Forecasts future requirements based on current and historical data.
- 2.7.4. Ensures employees, supervisors, and customers are aware of all available programs.
- 2.7.5. Establishes operating instructions (OIs) to ensure consistency in policy and the way rules are applied for arts and crafts centers/auto hobby shops.
- 2.7.6. Recommends new construction or renovations. Ensures all facilities are properly maintained and physical arrangements are attractive and functional.
- 2.7.7. Effectively maintains a program for replacement/improvement, storage and shipment of equipment and supplies to ensure arts and crafts center/auto hobby shop mission requirements.
- 2.7.8. Ensures arts and crafts center/auto hobby shop training requirements are correctly identified and sufficient resources to sustain/maintain and training is provided in a timely manner.
- 2.7.9. Ensures employees are in strict compliance with security, safety and health procedures and regulations.
- 2.7.10. Trains and supervises the program manager.

**2.8. Arts and Crafts Director. (T-3)**

- 2.8.1. Operates the program using local OIs, this instruction and applicable directives.
- 2.8.2. Develops and executes budget and program objectives using AF Arts and Crafts standards.
- 2.8.3. Trains personnel and uses information systems to meet goals.
- 2.8.4. Maintains property and supply inventory and budget records.
- 2.8.5. Schedules annual classes, workshops, contests and events.
- 2.8.6. Promotes events.

- 2.8.7. Notifies the NAF accounting office, in writing, of necessary inventory adjustments.
- 2.8.8. Recommends commissions on arts and crafts items sold at sponsored exhibits, art festivals, galleries, or gift shops.
- 2.8.9. Follows vehicle title transfer procedures when obtaining wrecked or abandoned vehicles for resale.
- 2.8.10. Conducts quarterly facility inspections and ensures appropriate action is taken to address items needing repair or replacement.
- 2.8.11. Attends annual training. The Craft and Hobby Association (CHA) provides annual training for arts and craft personnel.

## **2.9. Automotive Mechanic-Instructor Manager/Supervisor. (T-3)**

- 2.9.1. Coordinates with the arts and crafts director and assigned instructors to ensure proper space, equipment supporting training aids and controls are provided. Each supervisor is further responsible for assistance in the recruitment and training of qualified instructors.
- 2.9.2. Manages the auto hobby facility consisting of a garage complex with lubrication and maintenance racks, test equipment, welding area, paint shop, equipment, rust proofing facilities and machine shop operation.
- 2.9.3. Plans and programs facility and equipment requirements, replacements and facility layout.
- 2.9.4. Supervises the auto hobby facility and program; maintains control for operating within the approved financial plan.
- 2.9.5. Plans monthly work schedules and sequence of operations for subordinates.
- 2.9.6. Establishes deadlines and priorities on the basis of general work schedules, methods and policies established by higher levels of supervision.
- 2.9.7. Determines how many assignments can be done concurrently, or what must be delayed; consider the number and types of employees needed, skills and personnel available to do the work and the availability of materials and equipment required.
- 2.9.8. Manages and directs the auto instructional and self-help repair program, i.e., recruits qualified instructors to provide individual instruction to participants on automotive repairs. Provides journeyman-level skill instruction to instructors and hobbyists on such matters as trouble shooting, automotive diagnostics, methods of repair, safety and proper tool and equipment use and maintenance.
- 2.9.9. Attends annual training. The Specialty Equipment Market Association (SEMA) provides annual training for automotive personnel.

## **2.10. Automotive Mechanic Instructor. (T-3)**

- 2.10.1. Provides training for automotive shop personnel and customers.
- 2.10.2. Provides instructions in all phases of journeyman-level skills to include:
  - 2.10.2.1. Automotive tune-up, repair, and overhaul, including the use of tools.

2.10.2.2. Hook-up and operation of special testing equipment, i.e., electronic engine analyzers, battery chargers, voltmeters, spark plug cleaners, carburetor cleaners, hydraulic presses, wheel balance, tire aligner, engine hoist, floor and transmission jacks, air conditioners, etc.

### **2.11. Contract Instructors. (T-3)**

2.11.1. Technical instructors under contract are responsible for issuing classroom materials and preparing a class supply list and course syllabus. The instructor, along with the arts and crafts director, is responsible for preparing and updating the crafts handbook.

2.11.2. Individual service contracts are negotiated separately for each instructor. Payment should be based on a fixed amount per job basis. The negotiated fee depends on education and degree of knowledge or skill required to teach the class. Survey the local community for classes offered and instructors' fees. Refer to AFMAN 64-302, *NAF Contracting Procedures*, paragraph 11.5 for additional guidance.

2.11.3. Prepares class handouts, booklets, brochures, instruction sheets, etc., for each class. Instructors may supply a draft of the arts and crafts materials and submits to the director for reproduction.

### **2.12. Sales Store Operator. (T-3)**

2.12.1. Purchases needed supplies to support the program.

2.12.2. Ensures qualified inventory control and cash handling personnel are assigned to operate the sales store on a full or part-time basis.

### **2.13. Auto Hobby Tool and Parts Attendant. (T-3)**

2.13.1. Issues and receives automotive tools and equipment.

2.13.2. Cleans and checks tools and equipment after customers use for damage.

2.13.3. Instructs customers on the use of tools and equipment techniques when necessary.

2.13.4. Maintains supply accountability on all tools, including marking tools, disposing of useless expendable tools, informing supervisor of condition and stock level of all expendable tools and equipment.

### **2.14. Woodworker. (T-3)**

2.14.1. Issues and receives tools, equipment and supplies.

2.14.2. Performs equipment maintenance.

2.14.3. Advises customers on tool and equipment use.

2.14.4. Advises customers on projects and provides assistance when required.

2.14.5. Demonstrates use of various equipment and safety rules.



## Chapter 3

### OVERALL MANAGEMENT REQUIREMENTS

**3.1. Administrative References and OIs.** (T-3) Include major program components and equipment issue, safety and control guidance in a local OI and in training programs for full- and part-time staff members, new employees and volunteers.

**3.2. Handling and Safeguarding Funds.** Proper handling and safeguarding AF funds and property is the responsibility of every employee. In accordance with AFI 34-202, *Protecting Nonappropriated Fund Assets*, [Chapter 3](#), the activity manager writes, and the fund custodian approves, OIs establishing procedures for the use, control and protection of all change and imprest funds. Personnel responsible for handling cash must be trained on, and have access to, applicable OIs and AFIs pertaining to the handling of cash.

**3.3. Change Funds.** Provide each cashier with the minimum change fund necessary to conduct business. If more than one person is required to have access to a change fund, a waiver is required in accordance with AFI 34-202, paragraph 2.7.3, each change fund must be properly accounted for at all times. Refer to AFMAN 34-212, *Control Procedures for Protecting NAF Assets*, [Chapter 3](#), for additional guidance.

**3.4. Inventories.** (T-3) Inventories and control of equipment and merchandise are critical to the overall financial stability of the activity. Consider these items when establishing maximum in-use inventories: cost of merchandise or parts, delivery time, storage space, and shelf life. Refer to AFI 34-202 and AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*, for guidance on inventory control and accounting for merchandise and equipment. The activity manager maintains the updated NAF and appropriated fund (APF) property control listing. Refer to AFIs 34-202, 34-209 and 34-204, *Property Management*, for property control procedures.

**3.5. Using Facilities.** (T-3) Customers must not use arts and crafts facilities, equipment, tools, or supplies to manufacture products or provide services for personal monetary gain.

3.5.1. Customers have first claim on facility use. Arts and crafts personnel must schedule building, and FSS equipment, furnishings, or vehicles repair or maintenance so that customers can freely use facilities.

3.5.2. Arts and crafts employees and volunteers receive on-the-job training during duty hours. Encourage employees to fill unused class space as part of their training.

3.5.3. Arts and crafts employees and volunteers must pay for resale merchandise.

3.5.4. Charge activities a service fee at cost for work on FSS assets, such as golf carts, lodging vehicles, and so on.

**3.6. Staffing.** (T-3) Vary the staffing of arts and crafts centers to match the variety and number of programs and services you provide. All personnel must fulfill the mission, meet set standards, and use information systems to accomplish program goals and objectives.

3.6.1. All assigned staff should have a working knowledge of the materials, techniques and safety precautions of specialized activities.

3.6.2. Some staff positions require formal training in applied arts, fine crafts, industrial arts, or related subjects because of the technical, specialized nature of many arts and crafts programs. To supplement staff, directors may employ:

- 3.6.2.1. Contract instructors.
- 3.6.2.2. Volunteers.
- 3.6.2.3. Federal or state employment training program personnel.
- 3.6.2.4. Work study interns.
- 3.6.2.5. Artists in residence.
- 3.6.2.6. College interns.
- 3.6.2.7. Students from apprentice programs.

**3.7. Using Volunteers. (T-3)** You may draw volunteers from among off-duty military members, their families, retirees and others. Recruit, train and schedule volunteers to assist with general programming efforts. The installation commander must accept all offers of volunteer services. (AFI 34-101, para 5.1.1).

**3.8. Planning Guidelines.** Arts and Crafts directors must have: (T-3)

- 3.8.1. A 5-year Facility and Equipment Requirements Plan (AFI 34-204, para 2.3).
- 3.8.2. A program training plan.
- 3.8.3. An approved APF and NAF financial plan/budget.

**3.9. Program Planning. (T-3)**

- 3.9.1. Develop an annual program schedule publicizing classes, workshops, contests and crafts fairs and submit it through the flight chief for the squadron CC's/CL's approval.
- 3.9.2. Evaluate all replies from student class evaluations and ensure customer complaints and/or comments are corrected or answered in a timely manner.
- 3.9.3. Establish an annual marketing and publicity plan for the selected courses to include presentations at a variety of outreach sources such as installation newspapers, posters, bulletin boards, websites and through other media.
- 3.9.4. Announce a registration period to prospective students to allow sufficient time for advance payment of course fees.
- 3.9.5. Administer informal customer leisure needs surveys periodically to gather information to improve and enhance the instructional program.
- 3.9.6. Include work center personnel in the planning process.
- 3.9.7. Review input for the proper mixture of classes, contests, demonstrations and art fairs for a well-rounded program.

**3.10. Financial Planning. (T-3)**

- 3.10.1. The arts and crafts director recommends fees and charges for installation CC approval.

3.10.2. Establish instructional (classes, individual, demonstrations, etc.) rates to offset all direct NAF costs, such as personnel expenses, supplies and instructor fees.

3.10.3. Establish a maximum number of students based on the instructor/facility capacity.

3.10.4. Issue refunds to all students if fees are collected and the course is canceled due to insufficient enrollment. Establish a refund policy for students and post it in the arts and crafts center.

3.10.5. The retail sales store will order starting kits and other class required supplies required at the lowest price possible.

3.10.6. The annual budget, and subsequent quarterly revisions, will reflect a need for all instructor fees in support of the instructional program.

3.10.7. Control all collections made from students. When a utilization form is used, stamp the form through the cash register and make it part of the daily activity report (AF Form 1876 Consolidated Cashier's Report).

3.10.8. The instructor will not make collections in the classroom.

3.10.9. Pay instructors by check or electronic funds transfer (EFT) with NAF funds.

**3.11. Implementing the Program.** Manage the arts and crafts program as a single unit, including wood and industrial arts, multi-crafts, auto hobby shops and customer services. There are five core program groups: Instructional, Do-It-Yourself, Resale, Fee for Service, and Special Events. See [Attachment 2](#) for a list of activities that may be offered.

**3.12. Internal Controls.** All military and civilian employees directly involved in the handling of NAF funds and/or control of specific NAF assets including those who have oversight of their employees, as well as any employees designated by the FSS/CC, must complete initial NAF Internal Controls Training within 30 days of hire or assignment and receive subsequent annual refresher training. In addition, activity managers must include this training requirement in their self-inspection checklist and local operating instructions. The NAF Internal Controls Training is located in the Force Support Knowledge Center under General Training.

## Chapter 4

### INDIVIDUAL PROGRAM REQUIREMENTS

**4.1. Incidental Income, Use Fees and Charges.** (T-3) Post fees prominently and have printed fee schedules available. Arts and crafts programs and activities produce incidental income from various fee-for-service sources, including:

- 4.1.1. Registration fees for classes and contest entries.
- 4.1.2. Usage fees for NAF property (such as molds, tools and tow bars) and equipment.
- 4.1.3. Service charges for custom framing, mill work, ceramic firing, slip casting, graphic artwork, engraving, printing and repairs.
- 4.1.4. Usage fees that reimburse NAF expenses for use of labs, repair stalls, vehicle storage, auto sales lots, festival booths and NAF expenses associated with the use of APF equipment such as welders, battery chargers, engine analyzers and wheel balancers.
- 4.1.5. Usage fees for automotive services such as towing, drum and rotor turning, valve grinding, welding, wheel alignment and machine shop services.
- 4.1.6. Industrial arts and crafts sales.
- 4.1.7. Coin-operated car wash equipment.
- 4.1.8. Commissions from selling art or crafts items from sponsored exhibits, art festivals, galleries, boutiques, or gift shops.
- 4.1.9. Selling display, demonstration, promotions, or exhibition items you no longer need.
- 4.1.10. Selling donated or leftover items such as wood, ceramics and auto parts.
- 4.1.11. Selling new, used and reconditioned auto parts.

**4.2. Safety, Appearance and Environmental Standards.** (T-3) The arts and crafts director makes sure:

- 4.2.1. Equipment, facilities and operating procedures meet all applicable AF Occupational Safety and Health (AFOSH) and Occupational Safety Health Act (OSHA) Standards.
- 4.2.2. Machines are inspected daily for safe operating conditions and maintained at the maximum mechanical condition.
- 4.2.3. Out-of-order signs are placed on non-operational equipment, and electrical sources are isolated.
- 4.2.4. Equipment is disposed of that has deteriorated beyond safe operating limits.
- 4.2.5. A proper maintenance schedule is established for all shop equipment.
- 4.2.6. All hand tools, power tools, electrical cords and plugs are inspected before use.
- 4.2.7. Customers using hazardous equipment or operating machinery are qualified to do so prior to use. It is the responsibility of the shop supervisor to ensure all customers receive equipment handling and safety training and issue individual, locally devised, operator cards. Each individual must be recertified annually. Due to unique and specific machinery, as well

as local installation requirements, personnel with a permanent change of station must be recertified at the new location before utilizing equipment or machinery. Customers must demonstrate safe operation of machines before certification is granted.

4.2.8. Safety checks are conducted when issuing or renewing equipment operator cards.

4.2.9. Temporary duty customers are certified before utilizing equipment or machinery.

4.2.10. Damage limits, guidelines for minors using hazardous equipment or materials and conditions of use are part of the shop OIs and coordinates these guidelines with the installation safety office.

4.2.11. All users know:

4.2.11.1. How to safely operate equipment.

4.2.11.2. What hazards exist.

4.2.11.3. What protective equipment they need and how to use it.

4.2.11.4. Where additional protection of the operator is necessary, ensure the equipment (i.e., goggles at the grinder, face shield at the circular rip saw, lathe, etc.) is present and used by the operator.

4.2.12. Machine guards are not relied on to assure operator safety. Gloves, proper eye protection, and head gear must be used when necessary, for grinding, buffing, sawing with table saws, lathe work, welding, soldering, etc. In accordance with AFOSH Standard 91-501, *Consolidated Occupational Safety Standard*, and AFOSH Standard 48-137, *Respiratory Protection Program*, a respirator is *required* for spray painting and a face shield or eye protectors are required when using an air nozzle of any kind.

4.2.13. Only trained and experienced personnel operate kilns. Check kilns for safe condition before use. According to AFI 48-145, *Occupational and Environmental Health Program*, the installation bioenvironmental office evaluates the work place and assigns a risk level. Most arts and crafts centers (except auto hobby if they do spray painting) are classified at Category 2 and surveyed every 2 years.

4.2.14. Personnel and customers are instructed in the proper handling and disposal of hazardous materials, including ceramic supplies, wood sealers, adhesives, floor and other cleaners, paints, soldering materials, welding gases, fuels, oils, grease and flammables.

4.2.15. The bench, table, or work area do not become cluttered if the project is too complex. Remove excess trim, scrap, etc. to proper container periodically to prevent excessive accumulation.

4.2.16. Tools are returned to crib promptly when not in use.

4.2.17. Machines and floor area are cleaned after use.

4.2.18. Approved fire extinguishers are readily accessible in work areas. All staff and customers must be familiar with each type of fire extinguisher and understand the usage of each.

4.2.19. "No Smoking" signs are posted, and rules enforced, IAW the installation smoking policy.

4.2.20. Fire inspections occur daily at the close of operations and inspection logs maintained as required by installation building custodian guidelines.

4.2.21. Paints, thinners, rubber cement, acids, etc. are stored in approved metal containers.

4.2.22. Floors are covered with an antiskid material at all machinery operational points. Ensures machine tables and mountings are stable and secure and that access to exits is not blocked.

4.2.23. Continuous safety education programs are conducted for staff and customers in coordination with the installation ground safety office and the arts and crafts director. All staff and customers will have hazardous material (HAZMAT) training, regarding proper handling of HAZMAT in the workplace.

4.2.24. Materials and supplies are stored correctly.

4.2.24.1. Lumber. Store in an ample, clean, properly ventilated and lighted place especially provided for such material.

4.2.24.2. Paints and thinners. Keep containers holding paint, varnish, lacquer, removers, thinners, cleaners, alcohols, ethers, chloroform and such material for working with plastics tightly closed when not in actual use. Store in approved metal cabinets and be sure that adequate ventilation is provided in the cabinet design. Do not expose such materials to the direct rays of the sun. Store rags and waste used with paints and thinners in tightly closed metal containers and empty them at the end of the day. Use appropriate personal hygiene to prevent lead poisoning, skin irritations and other disabling conditions.

4.2.24.3. Tools. Provide storage for each special tool. Provide racks for tools to prevent them from falling, protect their cutting edges or parts from damage and make their issue and inventory a simple process.

#### **4.3. General Program. (T-3)**

4.3.1. Prominently post rules for operation of each shop.

4.3.2. Inform customers about their liability for negligent use of tools and equipment.

4.3.3. Inform customers safety rules are top priority; loss of privileges could result from noncompliance.

4.3.4. Establish a policy for incomplete/abandoned projects and their disposition.

4.3.5. Ensure customers are aware of all safety and fire prevention requirements.

4.3.6. Prohibit intoxicants.

4.3.7. Explain housekeeping requirements for areas used by all customers.

4.3.8. Handle fire, theft, or damage to projects IAW local OIs.

#### **4.4. General Operating Procedures by Activity. (T-3)**

4.4.1. Arts and crafts sales store:

4.4.1.1. Stocks and sells unique crafts and hobby materials. You may hold sales of merchandise and mark down slow-moving items per AFI 34-209. You may also dispose of such items by using them as supplies in demonstrations, classes and displays.

4.4.1.2. Sells consigned merchandise.

4.4.1.3. Obtains special order items upon customers' request.

4.4.1.4. Uses the AFNAFPO CSBP as a guide in purchasing merchandise and equipment.

4.4.1.5. Works with Army and Air Force Exchange Service (AAFES). The arts and crafts director works with the installation exchange general manager to make sure resale activities operate in the best interest of the customer and resale items offered do not compete with those available from AAFES.

4.4.1.6. Center personnel supervise the tool room operation and issue all tools using a control system. Use the Report of Survey process to charge for tools purchased with APFs that are lost or broken through negligence. Tools purchased with NAFs must be charged for if lost or broken through negligence. Do not charge for normal fair wear and tear (AFMAN 23-220, Ch 7).

4.4.1.7. Customers must clean their work area at the end of the day. Center personnel will inspect work areas prior to customers leaving. Approval to leave in progress projects intact must be obtained in advance.

4.4.1.8. Customers must report any breakage or machine or equipment malfunction to the shop supervisor.

4.4.1.9. Customers will immediately report injuries of any sort to shop personnel.

4.4.1.10. Do not use arts and crafts center materials and equipment in the construction, repair, or maintenance of installation equipment and furnishings without charging appropriate fees.

4.4.1.11. Establish safe age limits for children when they use the arts and crafts center, unless they are in an organized class. Staff, specified volunteers, and contractors are required to have the appropriate background checks if they are working with youth. Training is required at the time of employment and at least annually on child abuse prevention, identification, reporting, and conflict resolution. Contact the Family Advocacy Outreach Manager per AFI 40-301, *Medical Command* para 1.6.2.12 for training dates.

4.4.1.12. Each person using the shop is expected to do his or her own work. Center personnel may give advice, consultation and instruction.

4.4.1.13. Ensure hours of operation coincide with off-duty hours that best serve recreational needs of the majority of the installation population.

4.4.1.14. Identify all assigned or part-time employees with distinctive clothing and name tags. Use qualified technical personnel to supervise work in all areas of the arts and crafts center. The center supervisor or designated personnel must be present during all open hours. The activity manager and center personnel enforce established fire and safety rules.

4.4.1.15. Post fees and charges for equipment use and instruction prominently within the center.

4.4.2. Wood and Industrial Hobby Shop.

4.4.2.1. Check out tools for shop use only. Special rental equipment may be available at a fee for customers who want to work at home.

4.4.2.2. The tool issue room is under the direction of center personnel who issue tools using a control system.

4.4.3. Fine Arts and Multi-crafts.

4.4.3.1. Empty waste materials into large fire proof trash cans with lids.

4.4.3.2. Use separate receptacles for waste paper, oils, turpentine, clay, plaster and the like.

4.4.3.3. Each customer will clean and return all shop tools, brushes and equipment after use.

4.4.3.4. Charge customers for tools and equipment lost or broken through negligence. Normal breakage is allowed.

4.4.3.5. Special interest groups and clubs will make arrangements with the arts and crafts director for meetings, demonstrations, classes, etc.

4.4.3.6. Furnish supplies for customers to purchase IAW AFI 34-101 and AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*.

4.4.3.7. Craft tools, books and equipment are normally checked out for shop use only.

4.4.4. Auto Hobby Shop.

4.4.4.1. Offers instructional and self-help assistance for major overhaul, minor repairs, and maintenance of privately owned automobiles, motorcycles, motor scooters, marine engines, hulls, or other components requiring a large enclosed area where workable space for several large pieces of machinery is needed. Makes available normal equipment and tools to self-help complete automotive repair and services.

4.4.4.2. Automotive Body Shop services include removing dents, straightening parts, sandblasting, sanding, painting, and other preparation for reconditioning a vehicle body. These services require an enclosed area for doing body work, rust proofing and painting.

4.4.4.3. Other shop services may require workable space for large pieces of machinery and equipment. Assistance and instruction are provided.

4.4.4.4. Do not confuse the auto hobby shop with repair shops operated as revenue producing activities by AAFES.

4.4.4.5. Customers will not use the shop as a source for producing personal income by doing work for others.

4.4.4.6. The director will assure the self-help intent of the shop is not violated.

4.4.4.7. Supervisory personnel are used for advice, consultation and instruction.

4.4.4.8. Instruction may be offered in the following areas:



- 4.4.4.8.1. Basic auto mechanics to teach the customer to accomplish minor repairs, proper use of tools and preventive maintenance.
- 4.4.4.8.2. Repairing and removing dents, sand blasting, rust proofing and spray painting.
- 4.4.4.8.3. Air conditioning.
- 4.4.4.8.4. Wheel alignment.
- 4.4.4.8.5. Painting a car.
- 4.4.4.8.6. Auto body maintenance.
- 4.4.4.8.7. Oxyacetylene welding.
- 4.4.4.9. Repair time in the shop may be limited due to available space.
- 4.4.4.10. Auto shop personnel will inspect work areas prior to customers leaving the shop.
- 4.4.4.11. Report any injuries to shop personnel immediately.
- 4.4.4.12. Shop customers will sign an AF Form 1047, *Automotive Craft Center Work, Parking and Storage Permit*, for vehicles that stay in the shop for more than one working day. (Contains a release statement permitting direct disposal of abandoned property).
- 4.4.4.13. To control the parking area and appearance of the auto hobby area, no work will be permitted in the immediate vicinity of the shop unless the area is designated as an authorized work area.
- 4.4.4.14. Vehicles must display valid state and installation tags before being admitted.
- 4.4.4.15. Post signs in the shop giving the time limit on projects. Those remaining in the shop after the time limit will be disposed of, unless prior arrangements are made with the shop supervisor.
- 4.4.4.16. The following kinds of activities for instructional and self-help purposes may be included in the shop program:
  - 4.4.4.16.1. Headlamp adjustment.
  - 4.4.4.16.2. Brake shoe adjustment and replacement.
  - 4.4.4.16.3. Light, horn and electrical system repair.
  - 4.4.4.16.4. Tire repair.
  - 4.4.4.16.5. Glass replacement.
  - 4.4.4.16.6. Body and fender repair.
  - 4.4.4.16.7. Motor tune-up, carburetor and timing adjustment.
  - 4.4.4.16.8. Major repairs (rods, rings, pistons, bearings, clutch and valves).
  - 4.4.4.16.9. Undercoating.
  - 4.4.4.16.10. Rust proofing.

- 4.4.4.16.11. Repair and service of ignition, fuel, lubrication, cooling systems and turning gear systems.
- 4.4.4.17. The shop supervisor:
  - 4.4.4.17.1. Enforces all rules and procedures governed by pertinent OIs and instructions.
  - 4.4.4.17.2. Establishes controls on all supplies, tools and equipment.
  - 4.4.4.17.3. Maintains a daily, weekly, and monthly inspection for safety, control and maintenance of all equipment.
  - 4.4.4.17.4. Screens excess and salvage materials and equipment located in Defense Reutilization and Marketing Service depots. The supervisor is responsible for maximum use of this supply source.
  - 4.4.4.17.5. Ensures Do-It-Yourself patrons have mechanic's hand wash soap available at all times.
  - 4.4.4.17.6. Ensures inoperable air compressors are buffered from customers' view and promptly disposed of IAW AFI 34-204, *Property Management*.
- 4.4.4.18. Designate a portion of the repair stalls as major repair stalls and identify these with appropriate signs. Maintain a waiting list to accommodate any excess demand for spaces.
- 4.4.4.19. Assign use of minor repair stalls on a first-come, first-served basis. Work in these stalls is to be completed in one day.
  - 4.4.4.19.1. Minor repair stalls are used primarily for tune-ups, installation of minor parts, wheel balance or rotation, battery charging, etc. A minimum of 70 percent of available stalls should be designated as minor repair stalls and so designated with appropriate signage.
  - 4.4.4.19.2. The fee for a minor repair stall should be nominal with an hourly rate and a maximum daily charge. Remove cars prior to closing time.
- 4.4.4.20. Use of welding stalls.
  - 4.4.4.20.1. Assign use of welding stalls on a first-come, first-served basis. Limit the type of work in these stalls to the body and upper portion of the car. Allow no welding or cutting with the torch on, or near, gas tanks or underneath automobiles. Designate all welding stalls with appropriate signs.
  - 4.4.4.20.2. Remove projects prior to closing time.
  - 4.4.4.20.3. The installation fire department designates areas for welding performed in the auto hobby shop.
  - 4.4.4.20.4. Prior to any welding being performed in the outside area of the shop, the fire department must be notified and a permit issued.
- 4.4.4.21. Vehicle maintenance, repair and refinishing. The auto hobby shop offers a wide variety of services for instructional purposes and to support do-it-yourself

customers. Customers may receive as little or as much instruction and assistance as their experience requires. Basic services include:

- 4.4.4.21.1. Routine services:
  - 4.4.4.21.1.1. Engine rebuilding.
  - 4.4.4.21.1.2. Steering system cleaning.
  - 4.4.4.21.1.3. Welding (gas and electric).
  - 4.4.4.21.1.4. Diagnostic analysis and tune-up.
  - 4.4.4.21.1.5. Tire inspection and rotation.
  - 4.4.4.21.1.6. Undercoating.
  - 4.4.4.21.1.7. Rust proofing of all inner body metal surfaces.
- 4.4.4.21.2. Special services:
  - 4.4.4.21.2.1. General tune-up.
  - 4.4.4.21.2.2. Wheel balancing.
  - 4.4.4.21.2.3. Lubrication.
  - 4.4.4.21.2.4. Armature turning.
  - 4.4.4.21.2.5. Brake drum and rotor turning.
  - 4.4.4.21.2.6. Body and paint work.
  - 4.4.4.21.2.7. Valve grinding and reseating.
  - 4.4.4.21.2.8. Other services in reconditioning vehicle parts.
- 4.4.4.22. Machine shop and engine booth.
  - 4.4.4.22.1. Use parking storage permits (locally designed and controlled) to register and control storage of vehicles or vehicle parts. Prominently post a duplicate copy on the vehicle while parked or stored.
  - 4.4.4.22.2. When a storage permit is used for storage of vehicle parts such as engine blocks, transmissions, etc., attach a control numbered tag to the stored part for easy identification.
  - 4.4.4.22.3. Shop customers are required to register for use of the shop by completing an auto stall sheet (locally designed and controlled).
  - 4.4.4.22.4. All engine parts are the responsibility of the owner. Customers will clean engine booths and the staff will check the booth area.
  - 4.4.4.22.5. Use of shop equipment is by authorized shop personnel and trained customers only. No unauthorized personnel are permitted in the machine shop while equipment is in operation. Establish a system for checking personnel and customers for safe equipment operation. Under no conditions will shop equipment be used without a qualified instructor on hand.

4.4.4.22.6. Do not charge engine booth fees while machine shop work is being performed. (T-3) All engine booths will be secured and available only to shop personnel.

4.4.4.22.7. Charge a stall fee or an outside parking fee during the time an engine is under repair.

#### **4.5. Operation of a Car Wash. (T-3)**

4.5.1. The auto hobby supervisor is responsible for monitoring the car wash operation and maintaining, servicing, inspecting and repairing equipment. The supervisor conducts the training necessary for employees to maintain and service equipment.

4.5.2. Shop personnel are responsible for general cleanliness around, and in, the car wash area and stalls.

4.5.3. Only washing will be permitted in car wash stalls. Chamoising, waxing, etc., is permitted only in designated areas of the car wash or auto hobby compound.

4.5.4. Make refunds to customers at the sales store.

4.5.5. Support car wash operations with NAFs.

**4.6. Naming the Facility. (T-3)** Call the facility the Arts and Crafts Center. You may not use any other name for the facility. However, when you refer to the various program elements, you may call them by their common names such as arts, woodworking, auto hobby, ceramics, crafts and photography. Refer to AFI 36-3108, *Memorialization Program and Ceremonies*, for naming recreational building, rooms and facilities.

GINA M. GROSSO, Lieutenant General, USAF  
DCS, Manpower, Personnel, and Services

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-1, *Air Force Services*, 2 November 2012

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 28 March 2013

AFI 34-202, *Protecting Nonappropriated Fund Assets*, 27 August 2004

AFI 34-204, *Property Management*, 27 August 2004

AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*, 10 January 2005

AFI 36-3108, *Memorialization Program and Ceremonies*, 31 August 2011

AFI 48-145, *Occupational and Environmental Health Program*, 22 July 2014

AFMAN 23-220, *Report of Survey for Air Force Property*, 1 Jul 1996

AFMAN 34-212, *Control Procedures for Protecting NAF Assets*, 1 September 1995

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, 14 February 2006

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 16 November 2011

AFJI 34-211I/AR 215-8 *Army and Air Force Exchange Service Operations*, 5 October 2012

AFOOSH STANDARD 48-137, *Respiratory Protection Program*, 10 February 08

AFOOSH STANDARD 91-501, *Consolidated Occupational Safety Standard*, 7 July 04

***Prescribed Forms***

AF Form 1047, *Automotive Craft Center Work, Parking and Storage Permit*

AF Form 34-204, *Services Property Management*

AF Form 1047, *Automotive Craft Center Work, Parking, and Storage Permit*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AAFES** — Army and Air Force Exchange Service

**AF** — Air Force

**AFI** — Air Force Instruction

**AFMAN** — Air Force Manual

**AFNAFPO** — Air Force Nonappropriated Funds Purchasing Office

**AFSVA/CC** — Air Force Services Activity, Commander  
**AFSVA/SVI** — Air Force Services Activity, Services Installation Support  
**AFSVA/SVPC** — Air Force Services Activity, Community Programs Branch  
**AFSVA/SVPCL** — Air Force Services Activity, Community Leisure Section  
**AFPD** — Air Force Policy Directive  
**AFOSH** — Air Force Occupational, Safety and Health  
**APF** — Appropriated Fund  
**CC** — Commander  
**CL** — Civilian Leader  
**CHA** — **Craft and Hobby Association**  
**DoD** — Department of Defense  
**FOUO** — For Official Use Only  
**FSS** — Force Support Squadron  
**GSA** — General Services Administration  
**HQ USAF/A1S** — Headquarters United States Air Force, Director of Services  
**CSBP** — Commander Smart Buy Program  
**HAZMAT** — Hazardous Material  
**IAW** — In Accordance With  
**MAJCOM** — Major Command  
**MWR** - Morale, Welfare and Recreation  
**NAF** - Nonappropriated Fund  
**OI** — Operating Instruction  
**OPR** — Office of Primary Responsibility  
**PMR** — Program Management Review  
**SEMA** — Specialty Equipment Market Association  
**SVI** — Services Installation Support  
**OSHA** — Occupational Safety and Health Administration  
**US** — United States  
**USAF** — United States Air Force  
**VA** — Veterans Administration

*Terms*

**Tier Definitions - Tier 0 (T—0)** - Determined by respective non-AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The waiver authority is non-applicable, or external to AF.

**Tier 1 (T-1)** — Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC, delegable no lower than MAJCOM Director, with the concurrence of the AFI Certifying Official.

**Tier 2 (T-2)** — Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than MAJCOM Director).

**Tier 3 (T-3)** — Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent).

## **Attachment 2**

### **ARTS AND CRAFTS PROGRAM GROUPS**

#### **A2.1. Resale. Retail sales stores may include:**

A2.1.1. Unique hobby or craft items.

A2.1.2. Displays and demonstrations.

A2.1.3. Special sales events.

A2.1.4. Special orders.

A2.1.5. Consignment items.

A2.1.6. Auto resale (limited resale and special service may be provided using NAF resources, including equipment rentals, used auto parts sales, auto parts sales, and special order service).

#### **A2.2. Special Events. Sales galleries, exhibits, and displays may include:**

A2.2.1. Crafts fairs.

A2.2.2. Special art sales, auctions and so on.

A2.2.3. Group arts or crafts shows.

A2.2.4. Arts and crafts contests.

A2.2.5. Photography contests.

A2.2.6. Artist in action exhibits.

#### **A2.3. Do-It-Yourself (Self-Help). The following may be offered:**

A2.3.1. Pottery and Ceramics (may include wheel-thrown, raku, porcelain, mold cast, glazing and decorating techniques, glaze formulation, mosaics, and tiles).

A2.3.2. Photography (may include portrait programs, photo tours, old time dress-up portrait gallery, comic arcade portrait gallery, black and white camera techniques, color photo techniques, photo greeting cards, darkroom techniques, fashion photography, photographic processing, photo engraving, slide shows or movies, video production, and digital photography).

A2.3.3. Fine Arts (may include oil painting, mixed media painting, watercolor, acrylics, sculpture modeling, metal sculpture, stone and wood carving, drawing, lithography, silk screening, calligraphy, wood block printing, graphic design, and theater crafts).

A2.3.4. Lapidary and Jewelry (may include glass and art metals, metal casting, welding and blacksmithing, stained glass, glass firing, glass blowing and lamp work, jewelry design and fabrication, electroplating and electroforming, mold making, metal spraying, enameling, stone cutting, polishing and faceting, and brass rubbing).

A2.3.5. Fabrics and Miscellaneous Crafts (may include tapestries and weaving, quilting, floral design, porcelain doll making, cake decorating, basket weaving, needlecraft, hook rug making, macramé, batiks and tie-dyeing, candle making, book binding, decoupage and paper mache, decorative painting and tole processes).



A2.3.6. Auto Hobby (may include engine rebuilding, road rallies, auto rust proofing, paint and body work, arc acetylene, and heliarc welding).

A2.3.7. Wood and Industrial Arts (may include furniture design and construction, cabinet making, carpentry, upholstery, plastics lamination and fabrication, antique restoration, furniture repair and refinishing, custom picture framing, matting, mounting and texturing art prints, mill work, leather craft, glasscutting, gunsmithing and knifemaking, wood carving [hand and machine]).

**A2.4.** Instructional. Classes, workshops, and seminars may be offered in any or all of the Do-It-Yourself programs outlined in [A2.3](#) above.

**A2.5.** Other popular items/classes under the arts and crafts umbrella may be offered as determined by installation community desires and annual surveys.

**A2.6.** Fee for Service. Areas include engraving, custom framing, embroidery services, automotive services (towing, drum and rotor turning, wheel alignment/tire balance and rotation, minor repair work as authorized, etc.), and all others as determined by local requirements and not in direct competition with AAFES facilities.